

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, high-energy prestigious organization with great potential for personal development and career advancement? Would you find working with top management in State Government and the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in areas such as auditing and program evaluation; accounting and fiscal systems; budget preparation, enactment and administration; information technology consulting and information services; demographic, financial and economic research; and general administration.

Look no further, apply today!

Student Assistant

SALARY RANGE:

\$ 10.00 – 13.47 per hour

FINAL FILING DATE:

July 1, 2016

QUESTIONS ABOUT THE JOB:

Rupi Singh
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SEND MATERIALS TO:

Department of Finance
Attn: Stephanie Hees
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

HOW TO APPLY:

Submit a standard state application (Std. 678), resume, and proof of registration as a student in a college or university of recognized standing.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable state personnel rules. The Std. 678 can be located at the following link:

<https://jobs.ca.gov/Profile/StateApplication>

POSITION DESCRIPTION:

Under the close supervision of a Supervising Administrative Analyst in the Fiscal Systems and Consulting Unit (FSCU), this position assists others with the following functions:

- Various accounting functions, including accounts payable accounts receivable and general ledger transactions in FI\$Cal (PeopleSoft ERP system) Assist with month end reports, reconciliations and preparation of year-end financial statements. Assist in the review, analysis and updates to statewide policy manuals and internal unit procedures
- Assist in coordination of FSCU training courses

DESIRABLE QUALIFICATIONS:

Public Policy/Accounting/Finance: Possess an interest in business, accounting, finance, or a comparable field.

Technical Skills: Basic knowledge of Outlook, Word, Excel, and PowerPoint. Possess strong organizational and analytical skills.

Communication Skills: Effectively communicate both verbally and in writing.

Work Ethic: Essential personal qualifications include integrity, initiative, dependability, good judgment, and the ability to work in a team environment.